

Retention and Classification Report

Agency: Snow College (Utah) (874)

150 E. College Ave.
Ephraim, UT 84627
435-283-7145

Records Officer Marci Larsen

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AGENCY: Snow College (Utah)

SERIES: 81454

3

TITLE: Card catalog

DATES: undated

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Filming of the library's card files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfiche master: Retain in State Records Center for 10 years and then destroy.

AGENCY: Snow College (Utah)

SERIES: 2877

3

TITLE: Catalogs

DATES: 1901-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains catalogs for courses offered at Snow College.

RETENTION:

Retain Permanent.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/16/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until reviewed and then transfer to Snow College.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical
Current publications have administrative value. Non-current publications have ongoing research value.

AGENCY: Snow College (Utah)

SERIES: 2877

TITLE: Catalogs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Snow College (Utah)

SERIES: 81535

3

TITLE: Correspondence

DATES: none

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain Until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 62.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until Administrative need ends and then destroy.

Microfilm master: Retain in Office until Administrative need ends and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

AGENCY: Snow College (Utah)

SERIES: 81535

TITLE: Correspondence

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Snow College (Utah)

SERIES: 81547

1

TITLE: Higher education

DATES: none

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

AGENCY: Snow College (Utah)

SERIES: 18984

3

TITLE: Payroll files

DATES: 1981-

ARRANGEMENT:

DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 16.

AUTHORIZED: 03/16/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Paper copy: Retain in Office for 3 months and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Snow College (Utah)

SERIES: 3524

3

TITLE: Personnel records

DATES: 1976-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 03/16/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after date of employment and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

AGENCY: Snow College (Utah)

SERIES: 3524

TITLE: Personnel records

(continued)

APPRAISAL:

Administrative

Records in this series have long-term administrative value. They may be destroyed according to the approved retention schedule.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Snow College (Utah)

SERIES: 27740

3

TITLE: Registration Records

DATES: 1970-1980

ARRANGEMENT:

DESCRIPTION:

Files which document student enrollment, registration, and participation in course work and other academic activities at any of Utah's institutions of higher education.

Files which document student enrollment, registration, and participation in course work and other academic activities at any of Utah's institutions of higher education.

RETENTION:

Retain 5 years after graduation or withdrawal

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 10.

AUTHORIZED: 07/07/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in Archives for 5 years after graduation or withdrawal and then destroy.

Microfilm duplicate: Retain in Archives for 5 years after graduation or withdrawal and then destroy.

AGENCY: Snow College (Utah)

SERIES: 27740

TITLE: Registration Records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Snow College (Utah)

SERIES: 81545

3

TITLE: Student financial aid case files

DATES: 1959-

ARRANGEMENT: Chronological, thereunder alphabetical

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These records are used to determine if a student is eligible to receive student financial aid, such as Pell Grants, student loans, and so forth. Title IV of the Higher Education Act of 1965, states what information a student must provide in order for eligibility to be determined. These files include tax information, Financial Aid Application, Financial Aid Form (FAF), Verification Worksheet, awards, no default/no refund due Certification, Anti-drug Abuse Act Certification, Release Statement, School Certification, work study information, and so forth.

RETENTION:

Retain 30 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after aid has been awarded and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 30 years and then destroy.

AGENCY: Snow College (Utah)

SERIES: 81545

TITLE: Student financial aid case files

(continued)

Microfilm duplicate: Retain in Office for 30 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs of the school and on 34 CFR pt. 674:19, which states that the records be maintained for 5 years after final payment. Loan payments, however, may be deferred for many years because of further educational pursuits and so forth.

PRIMARY CLASSIFICATION:

Private 34 CFR pt. 99, Family Educational Rights and Privacy Act (FERPA), 53 Fed. Reg. 11942 (1988), Higher Education Act of 1965, Title IV P.L. 89-329 as amended.

SECONDARY CLASSIFICATION(S):

Protected. Parent's income

AGENCY: Snow College (Utah)

SERIES: 18985

3

TITLE: Student records

DATES: 1920-

ARRANGEMENT: Chronological by time period thereunder alphabetical by student surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

Files containing official documentation listing student's courses, grades, credits earned, and status achieved. Often referred to as a transcript.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 1.

AUTHORIZED: 06/23/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Snow College (Utah)

SERIES: 18985

TITLE: Student records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Snow College (Utah)

SERIES: 80620

3

TITLE: Subject bibliography of current serial and separation plan

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Indices, lists, catalogs, registers, guides, and other aids necessary for the efficient use of other records.

RETENTION:

Retain Until records to which they pertain are destroyed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

Microfilm master: Retain in Archives until records to which they pertain are destroyed and then destroy.

Microfilm duplicate: Retain in Office until records to which they pertain are destroyed and then destroy.

APPRAISAL:

AGENCY: Snow College (Utah)

SERIES: 80620

TITLE: Subject bibliography of current serial and separation plan

(continued)

PRIMARY CLASSIFICATION:

Public